

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE HEALTH & HUMAN SERVICES CENTER, 500 LAKE STEEL ST, GREEN LAKE, WI 54941 ON TUESDAY, APRIL 12, 2005 AT 6:00 P.M.

PRESENT: Elden Dallman, Member
Nolan Wallenfang, Member
James Disterhaft, Member
Dan Priske, Member
Gus Mueller, Member
Bob Malchetske, Member
Cindy Skipchak, Member
Joe Gonyo, Member

EXCUSED: Ruth Topham, Member

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
Orrin Helmer, County Board Chair
Dan Sondalle, Assistant Corporation Counsel
Karen Davis, Administrative Assistant
Gerald Beuthin, Veteran's Service Officer

Certification of Open Meeting Law: The requirements of the Open Meeting Law have been met.

Call to Order: The meeting was called to order at 6:00 p.m. by Chairman Dallman. After discussion, Mueller made a motion to approve the agenda. Wallenfang-second. All ayes. Motion carried.

Action on Minutes: After discussion, Wallenfang made a motion to approve the minutes of the 3/8/05 Health & Human Services Board meeting. Mueller-second. All ayes. Motion carried.

Signing of Vouchers: After discussion, Priske made a motion to approve the Health & Human Services and Veteran's Services vouchers as presented. Skipchak-second. All ayes. Motion carried.

Appearances: Green Lake County Tobacco Coalition Members: Kathy Munsey, Health Unit Manager, was present with Tobacco Coalition members, Alicia Pierce and Kelly Gerner. They presented the Resolution Relating to Youth Smoking - \$1.00 per pack increase on cigarette tax.

After discussion, Skipchak made a motion to recommend approving the Resolution Relating to Youth Smoking and forwarding it onto the Health Advisory Committee and County Board. Mueller-second. All ayes. Motion carried.

Correspondence: County Board Reports - Fox River Industries: Van Ness reported that Fox River Industries will be reported on at the April meeting. Dallman will be reporting.

Governor's Budget: Van Ness updated Committee members regarding the information that was distributed in the packet. Van Ness reported that the budget is now with Joint Finance.

Veteran's Service Office Report: Beuthin reported that the \$8,500.00 grant was received.

Beuthin reported that preparations are being made for Student Government Day.

Beuthin reported that office contacts are up 24% and trips to VA hospital remain same as last year.

After discussion, Wallenfang made a motion to approve the Veteran's Service Officer report. Skipchak-second. All ayes. Motion carried.

Closed Session per WI Statute 19.85 (1)(c)(f) & (g) and 19.85(1)(e): After discussion, Wallenfang made a motion to move to closed session. Mueller-second. Roll call vote. All ayes. Motion carried.

Return to Open Session: After discussion, Gonyo made a motion to adjourn closed session and return to open session. Mueller-second. Roll call vote. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation for Irene Kutz, Benefit Specialist. Skipchak-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation for Shaaron Ladwig, Resource Specialist. Skipchak-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation for Gwenn Jessen, Resource Specialist. Skipchak-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation for Kim Biesenthal, Energy Assistance Coordinator. Skipchak-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation for Jacqueline Westover, Resource Specialist. Skipchak-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation for Susan Grenier, Resource Specialist. Skipchak-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation for Judy Kasuboski, Public Health Nurse II. Skipchak-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation for Marilyn Voeltner, Community Health Educator. Skipchak-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve filling the Clinical Social Worker position. Wallenfang-second. All ayes. Motion carried.

Advisory Committee Reports: Aging: The meeting will be held April 13, 2005 at the Princeton Senior Center.

Long Term Support: The next meeting will be held in May 2005.

Health Advisory Committee: The next meeting will as held on Wednesday, April 13, 2004 at the Health & Human Services Center.

Family Resource Council: The meeting was held April 4, 2005. Dallman reported regarding the Family Resource Council meeting including the fact that the Family Support Plan was reviewed and the Coordinated Services Team update was given. Hugh Davis, Wisconsin Family Ties, was present for discussion.

Transportation Coordination Committee: The meeting was held Tuesday, March 15, 2005. (See attached minutes.)

W-2 Committee Report: The next meeting will be held June 13, 2005.

Advocap/Headstart: Mueller reported that the County Board unanimously passed the motion to write a letter of support for Community Development Block Grant funding. Discussion followed.

Unit Reports: Administrative: No report.

Aging/Long Term Care: Van Ness reviewed the food pantry numbers distributed in the packet.

Van Ness reported that the donations to match the Feinstein Challenge have totaled \$7,952.00 to date.

Van Ness reported regarding the Storage facility/Food Pantry.

Van Ness directed Committee members to the Medicare Part D updates (See attached.).

Children & Families Unit: No discussion.

Clinical Services Unit: Comprehensive Community Services (CCS): Dissing reported that he is working on the Comprehensive Community Services certification which will allow the County to recoup funds for services provided and add additional services to keep children and adults in the community. The certification will be submitted by the end of April 2005. Discussion followed.

Economic Support Services: No discussion.

Fox River Industries: Dissing updated Committee members regarding Thill and Company which has not paid for services provided by Fox River Industries. Sondalle wrote a letter and no response has been received. After discussion, Skipchak made a motion to authorize the Assistant Corporation Counsel to start litigation against Thill and Company on behalf of Fox River Industries. Priske-second. All ayes. Motion carried.

Van Ness presented 3 bids for a gas elevator for Fox River Industries: Schubert Repair - \$400.00 with shipping; Northern Tool - \$355.47 with shipping; and Internet - \$325.00 less shipping. In addition to all bids, approximately \$100.00 for guard and pulleys. This would be funded through the Fox River Industries checkbook. After discussion, Malchetske made a motion to approve the purchase of the gas elevator from Schubert Repair at a cost of \$400.00 plus shipping and approximately \$100.00 for guard and pulleys. Priske-second. All ayes. Motion carried.

Van Ness presented bids for the purchase of 200 recycling containers for corn storage to replace cracked ones: Onyx Waste - \$7.75 per bin; Outagamie County Recycling - \$4.75 per bin. After discussion, Priske made a motion to purchase 200 bins from Outagamie County Recycling at a cost of \$4.75 per bin. Disterhaft-second. All ayes. Motion carried.

Health: Current Health Abatements: None.

Resolution Relating to Reducing Youth Smoking: Discussed under appearances.

Policies/Procedures Update: Policy/Sarbanes Oxley Act: Van Ness explained the Policy/Sarbanes Oxley Act. After discussion, Wallenfang made a motion to approve the Policy/Sarbanes Oxley Act. Mueller-second. All ayes. Motion carried.

Food Pantry Procedures for Accepting and Processing Clients: Van Ness explained the proposed Food Pantry Procedures for Accepting and Processing Clients. After discussion, Priske made a motion to approve the Food Pantry Procedures for Accepting and Processing Clients. Malchetske-second. All ayes. Motion carried.

Fox River Industries Wait List Policy: Van Ness explained the Fox River Industries Wait List Policy. After discussion, Malchetske made a motion to approve the Fox River Industries Wait List Policy. Mueller-second. All ayes. Motion carried.

FRI Admission Criteria Policy: Van Ness explained the FRI Admission Criteria Policy. After discussion, Disterhaft made a motion to approve the FRI Admission Criteria Policy. Gonyo-second. All ayes. Motion carried.

Purchases: Dissing presented a bid for a two-drawer file cabinet to be utilized with a modular unit from Sharpf's Office Products, Inc. at a cost of \$329.00. After discussion, Priske made a motion to approve the purchase of the two-drawer legal pedestal file cabinet from Sharpf's Office Products, Inc. at \$329.00 with Hospital Link Grant funding. Gonyo-second. All ayes. Motion carried.

Health & Human Services Budget: Van Ness updated Committee members regarding the status of the Budget to date.

Carryover Accounts: Alternate Care: No discussion.

W-2: No report.

Budget 2005: No discussion.

Budget 2006: Van Ness reported that the 2006 budget process will begin in May.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No report.

Personnel: No discussion.

Property & Insurance: Helmer updated Committee members regarding the Property & Insurance meeting.

IT Committee: No report.

Security Committee Report: The next meeting will be held May 10, 2005.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, May 10, 2005 at 6:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Committee Discussion:

Adjournment: The meeting adjourned at 7:20 p.m. on a motion by Mueller. Wallenfang-second. All ayes. Motion carried.